



DattakalaShikshan Sanstha's
DATTAKALA GROUP OF INSTITUTIONS

Swami-Chincholi (Bhigwan), Tal-Daund, Dist-Pune


Date:- 17-06-2019

The meeting was held on dated 17/06/2019 by Prof. Bere S.S. (Academic Dean) and Prof. Kathale S.S. (IQAC Coordinator). Following are the points:-

Minutes of Meeting

1. Appointed an Academic Co-Ordinator by each department.
2. Every staff should maintain Attendance Record in Excel Sheet provided by Academic Dean
3. Prepare E-content like PPTs, Videos by every Faculty for respective subjects.
4. Organize parent meet with Students and Parents to present Academic plan of 2020-2021
5. Every Class teacher should maintain all record of students like call list of student, mobile no. of students and parents etc.
6. All Staff must conduct lecture as per the scheduled time table and Record lecture for future improvement
7. For every class student Attendance must be above 70%
8. Appointed NAAC Coordinator at Institute Level and also on Department Level
9. Appointed Event Coordinator at Institute Level and also on Department Level
10. Appointed Web-Site Coordinator for Institute and for Department also.


IQAC Coordinator



Academic Dean


Principal
Dattakala Group of Institutions
Faculty of Engineering
Swami-Chincholi Tal-Daund Dist-Pune-412130

6. Instructed DSE admission committee Incharge and members to finalize the work of Webinar of Civil department as early as possible.

8. Instructed FE admission committee Incharge and members to finalize the work of Webinar on the urgent basis.


IQAC Coordinator


Academic Dean


Principal
Dattakala Group of Institutions
Faculty of Engineering
Principal
Swami-Chincholi, Tal. Daund, Dist. Pune-413130